

[Voucher Examiner \(PSU\) \(T\)](#)

[Voucher Examiner \(PSU\)](#)

[Fraud Investigations Specialist \(T\)](#)

[Fraud Investigations Specialist](#)

[Receptionist](#)

FSN#2011/133 (T)

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide

detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai;

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: December 15, 2011

*“Effective January 1, 2012, Thai or Third Country National (TCN) candidates applying for jobs at the U.S. Mission to Thailand **are required** to include a copy of their official Test of English for International Communication (TOEIC) scores (standard listening and reading test) with their application*

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FSN#2011/133

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled.

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks,

Federal Travel Regulations, JFTR, DSSR CDC Handbook, USAID's ADS.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: Until filled

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FSN#2011/137 (T)

Fraud Investigations Specialist

OPEN TO: All Interested Candidates

POSITION: Fraud Investigations Specialist, FSN-8; FP-6, Trainee

OPENING DATE: December 16, 2011

CLOSING DATE: December 29, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Fraud Investigations Specialist in its Consular Section, located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTION OF POSITION:

Perform a range of investigative activities in detecting and countering fraudulent efforts to obtain Consular services and immigration benefits. Conduct both in-house and field investigations on matters pertaining to fraudulent attempts to obtain U.S. non-immigrant and immigrant visas, false claims to U.S. citizenship, malafide efforts to obtain federal benefits, and other matters involving immigration related document fraud, document reproduction, and malafide use of official or quasi-official documents.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement; (2) Two years of progressively responsible experience in investigative work with military, police, private security, or U.S. government organization; (3) Level IV(Fluent) speaking/reading/writing English and Thai is required; (4) Must possess good knowledge in advanced investigative techniques, interviewing and question skill; rules of evidence and functions and jurisdictions of Thai government offices and agencies and possess skills and abilities in planning, organizing and conducting investigations; and in obtaining evidence and gaining the confidence and cooperation of interviewees; (5) Must complete or demonstrate ability to complete the FSI required courses before being eligible for the full performance level (6) Possess excellent analytical skill and judgment.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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International Communication (TOEIC) scores (standard listening and reading test) with their application.”

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: December 29, 2011

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FSN#2011/137

Fraud Investigations Specialist

OPEN TO: All Interested Candidates

POSITION: Fraud Investigations Specialist, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: December 16, 2011

CLOSING DATE: December 29, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Fraud Investigations Specialist in its Consular Section, located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTION OF POSITION:

Perform a range of investigative activities in detecting and countering fraudulent efforts to obtain Consular services and immigration benefits. Conduct both in-house and field investigations on matters pertaining to fraudulent attempts to obtain U.S. non-immigrant and immigrant visas, false claims to U.S. citizenship, malafide efforts to obtain federal benefits, and other matters involving immigration related document fraud, document reproduction, and malafide use of official or quasi-official documents.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement; (2) Three years of progressively responsible experience in investigative work with military, police, private security, or U.S. government organization; (3) Level IV(Fluent) speaking/reading/writing English and Thai is required; (4) Must possess good knowledge in advanced investigative techniques, interviewing and question skill; rules of evidence and functions and jurisdictions of Thai government offices and agencies possess skills and abilities in planning, organizing and conducting investigations; and in obtaining evidence and gaining the confidence and cooperation of interviewees; (5) Must successfully pass the FSI required courses; (6) Possess excellent analytical skill and judgment.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: December 29, 2011

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FSN#2011/134

Receptionist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Receptionist, FSN-4

OPENING DATE: December 9, 2011

CLOSING DATE: January 12, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/Executive Office (EXO) located at Athenae Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the receptionist and first point of contact for telephone inquiries and office visitors. Duties include answering incoming calls, welcoming visitors, and directing them to appropriate staff and/or taking complete and accurate messages; maintaining correspondence logs; preparing reports and contact information into the database system; and assisting with support activities for special events, conferences and training programs.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school; (2) Three years experience in receptionist or clerical work in an English-speaking environment; (3) Level III (Good general working experience) speaking/reading/writing in English and Level IV (Fluent) in Thai (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered); (4) Must possess strong oral communication and effective team working skill; (5) Must have technical ability to define and understand telephone switchboard operation, basic function of microcomputers and a local area network, software applications i.e. MS Office, Excel, Word, Power Point, Outlook).

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: January 12, 2012

*Thai or Third Country National (TCN) candidates applying for jobs at the U.S. Mission to Thailand **are required** to include a copy of their official Test of English for International Communication (TOEIC) scores (standard listening and reading test) with their application*

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